



County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

October 2, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**APPROVE THE AMENDED BYLAWS OF THE PROFESSIONAL STAFF  
ASSOCIATION OF THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
JAIL MEDICAL SERVICES BUREAU  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chairman of the Board to sign the amendments to the bylaws of the Professional Staff Association of the Los Angeles County Sheriff's Department's (Department) Jail Medical Services Bureau.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The original bylaws of the Professional Staff Association were approved by your Board on June 16, 1991. The bylaws have been amended in order to more accurately address the current needs of the Professional Staff Association and to eliminate inapplicable or otherwise unnecessary provisions. The amended bylaws were approved by a two-thirds vote of the membership of the Professional Staff Association at its June 13, 2006 meeting. A copy of the bylaws (Attachment A) are included with this report and have been signed by the Sheriff and the Captain of Medical Services Bureau, Michael Kwan.

Los Angeles County Code Section 2.34.180(B) states that the Professional Staff Association shall function in accordance with the bylaws that have been approved by the Board of Supervisors. Amendments to such bylaws shall also be approved by the Board of Supervisors before they become effective.

*A Tradition of Service*

The Honorable Board of Supervisors  
October 2, 2007  
Page 2

Implementation of Strategic Plan Goals

The recommended action supports the Los Angeles County Strategic Plan Goal Number 3, Organizational Effectiveness. The amendments to the bylaws will allow the Professional Staff Association to operate in a more efficient manner.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The proposed amended bylaws have been approved as to form by County Counsel.

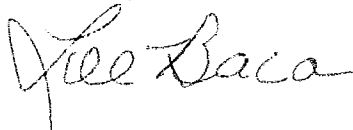
**IMPACT ON CURRENT SERVICES**

This amendment will have no direct or significant impact on current services.

**CONCLUSION**

Upon approval by your Board, it is requested that the Executive Officer Clerk of the Board return one adopted copy of the Board letter and three executed copies of the attached amendments to the Sheriff's Department for further processing. The Department's contact for the recommended Board action is Lieutenant Stephen Smith, Medical Services Bureau, (213) 893-5452.

Sincerely,

A handwritten signature in cursive script that reads "Leroy D. Baca".

LEROY D. BACA  
SHERIFF

## **Amended By-laws for the Professional Staff Association Sheriff's Department Medical Services Bureau**

The Amendments set forth herein hereby supercede in its entirety the By-laws for the Professional Staff Association adopted by the Board of Supervisors on June 16, 1991.

### **Preamble**

The Professional Staff Association (PSA) is comprised of physicians and dentists employed by the Los Angeles County Sheriff's Department and psychiatrists and clinical psychologists from the Los Angeles County Department of Mental Health assigned to Los Angeles County jail facilities. The PSA shall also serve as the organized medical staff of the licensed Correctional Treatment Center located in the Twin Towers Correctional Facility complex.

### **Definitions**

1. Governing Body means the Los Angeles County Board of Supervisors.
2. Correctional Treatment Center (CTC) means the in-patient area of the Sheriff's Medical Services Bureau located in the Medical Services Building (MSB) of the Twin Towers complex.
3. Association refers to the Professional Staff Association as described in the Preamble.
4. Chief Physician is the individual appointed by the Sheriff to be the Chief Medical Officer of the Sheriff's Medical Services Bureau.
5. Administrator is the individual appointed by the Sheriff to serve as head of the Medical Services Bureau.
6. Facility means the Correctional Treatment Center and the various clinics and treatment areas of the Sheriff's Medical Services Bureau.

### **ARTICLE I MEMBERSHIP**

1. Membership in the Association shall be open to professionally competent physicians and dentists employed by the Los Angeles County Sheriff's Department and to psychiatrists and clinical psychologists employed by the Los Angeles County Department of Mental Health and assigned to Los Angeles

County jail facilities.

2. Practitioners other than MD's and Clinical Psychologists, including but not limited to Registered Nurse Practitioners and Physicians' Assistants, who provide direct patient care, may become Affiliate members of the Association. Affiliate members may participate in all activities of the Association but will have no voting privileges.

3. All members are expected to adhere to the qualifications, requirements and standards set forth in these by-laws as well as any Rules and Regulations or policies derived from them.

4. No applicant shall be denied Association membership on the basis of gender, race, creed, color, national origin, or any other criterion not based on professional qualifications.

## **ARTICLE II APPOINTMENT AND RE-APPOINTMENT**

1. Applications for membership in the PSA and for clinical privileges in the Correctional Treatment Center shall include the following information:

- a) Current California medical license and DEA certificate
- b) Evidence of sufficient training and experience to support the applicant's request for specific clinical privileges.
- c) Three (3) letters of recommendation (Initial appointment only)

2. Completed applications will be forwarded to the Credentials Committee and then to the Executive Committee for action.

3. The initial appointment will be for Provisional membership for a period of six months. Thereafter, members must apply for renewed appointment with each re-appointment being for a period of two (2) years.

4. During the period of Provisional Appointment the quality of the member's work will be monitored by an individual appointed by the Chief Physician. At the end of the provisional period, the monitor will submit a written report and recommendation to the Executive Committee who will make a decision on final appointment subject to the approval of the Administrator.

5. Membership in the Association is separate and distinct from any individually granted clinical privileges. Association membership shall not automatically confer any other separate clinical privileges.

6. Individuals may be granted temporary privileges by the Chief Physician pending completion and processing of application for PSA membership. Temporary privileges will be determined based on information obtained from the background investigation done prior to employment by the Sheriff's Department.

### **ARTICLE III CLINICAL PRIVILEGES**

When applying for appointment or re-appointment each practitioner shall also submit a request for privileges that he/she wishes to perform in the Correctional Treatment Center and clinics. Documentation of training and competence must be submitted along with the request. The request for clinical privileges will be evaluated by the Credentials Committee as part of its review of the appointment/re-appointment application and will forward its recommendation to the Executive Committee for action.

### **ARTICLE IV CORRECTIVE ACTION**

Whenever the professional activities of a member of the PSA falls below community standards or fail to meet the requirements of the Policies and Procedures of the Sheriff's Department Medical Services Bureau, his or her clinical privileges may be restricted or revoked by the Administrator. Appeals from such restrictions will be made in accordance with the grievance procedures of the Sheriff's Department or the Department of Mental Health depending on which department is the employing agency. When the action in question involves Mental Health Staff, the Clinical Director for the Forensic In-patient Unit (FIP) or his or her designee will be directly included in the review and recommendations for corrective action if indicated.

### **ARTICLE V OFFICERS AND ELECTIONS**

1. The elected officers of the Association shall be the President and President - elect. Any member of the Association except the Chief Physician shall be eligible to serve as President. The term of office will be one (1) year. Election shall be by a simple majority of the votes cast. The Chief Physician shall serve as Secretary of

the Association.

2. Nominations for President-elect will be made at the annual meeting of the Association which will be held in February of each year and the election will be held at the March meeting. The President-elect will assume the office of President in March of the following year.

3. Voting shall be by written ballot. In the event there are three or more candidates for office and no candidate receives a majority, there will be a second balloting between the two candidates receiving the most votes.

4. A nominating committee consisting of three members of the Association shall be appointed by the President two months prior to the annual meeting. This committee will offer one or more consenting candidates for the office of President - elect and their report will be appended the announcement of the annual meeting. Additional nominations may be made from the floor during the annual meeting with the concurrence of the nominees.

5. A vacancy in the office of President-elect will be filled by the Executive Committee. If there is a vacancy in the office of President the President-elect shall serve the remaining term of President as well as the term for which he/she was elected.

6. Except as otherwise provided, removal of an elected officer may be initiated by the Executive Committee or by a petition signed by 1/3 of the members eligible to vote for officers.. Removal may be based only upon failure to perform the duties of the office held, as described in these bylaws. Removal will require a 2/3 vote of the members eligible to vote for officers.

## **ARTICLE VI     MEETINGS**

The Association will hold a general meeting on the second Tuesday of every month or at such other times as may be designated by the Chief Physician, the Administrator or the President of the Association. Notice of meetings will be sent to the membership at least ten (10) working days prior to the meeting.

## ARTICLE VII COMMITTEES

### Executive Committee:

The committee will comprise the President and President-elect of the Association, the Chief Physician, Chairperson of each standing committee herein and the Administrator. The committee will meet quarterly or more, as necessary, and will review and act on recommendations from each of the standing committees of the Association. The President of the Association shall be chairman of the Executive Committee. A quorum will be four or more members of the Executive Committee.

### Credentials Committee:

The Credentials Committee shall consist of at least five (5) members, including at least one dentist, one psychiatrist and one clinical psychologist. Three members shall constitute a quorum. Members of the committee will be appointed by the Chief Physician in consultation with the President of the Association. A chairman will be appointed by the President of the Association or will be selected by a majority vote of the Credentials Committee.

The Credentials Committee will meet every 2 months or more often if necessary to review applications for appointment or re-appointment as provided for elsewhere in these by-laws.

The Credentials Committee will review the information submitted by applicants for appointment or re-appointment, will verify the applicant's license with the appropriate licensing board and query the National Data Bank and the California Medical Board for any adverse information in accordance with state law. After completing their review, the Credentials Committee will forward its recommendation to the Executive Committee for approval.

### Peer Review Committee:

The Peer Review Committee will consist of seven members of the PSA including at least one dentist, one psychiatrist and one clinical psychologist. Four (4) members shall constitute a quorum. Members of the Peer Review Committee

will be appointed by the Chief Physician in consultation with the President of the Association. A chairman of the Peer Review Committee will be appointed by the President of the Association or by a majority vote of the members of the Peer Review Committee.

The Peer Review Committee will meet monthly and review medical charts selected at random or which have been referred to the committee. Referrals may be made by the Continuing Quality Improvement Committee or by any concerned individual or department including, but not be limited to, the Administrator, the Chief Physician or the Risk Management department of the Medical Services Bureau. At least five (5) charts will be reviewed each year for each member of the Association assigned primarily to the Correctional Treatment Center and three (3) for each member assigned to an out-patient setting.

If in the opinion of the Peer Review Committee there is an instance of medical care which is below the standards of the community in general or the standards set by the PSA itself, the Peer Review Committee will make a recommendation for action and refer the case to the Chief Physician for approval and implementation.

#### Correctional Treatment Center (CTC) Committee

The CTC Committee will comprise all physicians whose main assignment is in the CTC along with the Clinical Nursing Director of the CTC, the nurse manager of each nursing unit, the Director of the Quality Assurance department and the Administrator or their designees. A chairman will be appointed by the Chief Physician and that individual will also be designated as Supervising Physician for the Correctional Treatment Center.

The CTC Committee will meet at least once each month to discuss any problems which may arise in the CTC and seek solutions. The CTC committee will review Policies and Procedures for the CTC at least once a year and make recommendations for changes and additions subject to approval by the Executive Committee. Four members of the CTC Committee will constitute a quorum.



### Infection Control Committee:

The Infection Control Committee of the Sheriff's Medical Services Bureau shall serve as the Infection Control Committee for the Association and CTC. The committee will be constituted in accordance with the requirements of Title XV. In addition to members of the PSA, the membership shall include representatives from public health, Sheriff's custody and administrative staff. The committee will meet quarterly or more often if needed to review such issues as an action plan, problem list and monitoring of diseases.

### Continuing Quality Improvement Committee:

The Continuing Quality Improvement Committee (CQI) is an interdisciplinary committee of the PSA with the responsibility of monitoring and evaluating all levels of care provided by the Sheriff's Department Medical Services Bureau. Representatives from all departments involved in patient care, including but not limited to Medical Service, Administration, CTC, Nursing, Mental Health, Infection Control, Dental, Clinical Support Service, Radiology, Pharmacy, Health Information Management and Dietary, will participate in the activities of the CQI Committee. The CQI Committee will develop a CQI plan for the mechanisms of problem identification and resolution and education. The plan will be reviewed, revised as needed and approved annually by the Executive Committee. The CQI Committee will monitor the quality and timeliness of care provided to all inmates and the appropriate utilization of resources. Any instances thought to be below established standards of care will be referred to the Peer Review Committee for further evaluation.

The CQI Committee will be comprised of 5 members of the PSA appointed by the Chief Physician and representatives from nursing, radiology and Clinical Support Service appointed by the heads of those departments as well as representatives from the other departments referred to above. Only PSA members shall be entitled to a vote. A quorum will consist of five voting members of the committee.

A Chairman will be appointed by the Chief Physician in consultation with the Association President or by majority vote of the committee. The CQI Committee will meet at least ten times a year or more often as necessary and report

to the Executive Committee.

#### Pharmacy and Therapeutics Committee:

The Pharmacy and Therapeutics Committee shall be responsible for the development and surveillance of all drug utilization policies and procedures in the facility subject to approval by the Executive Committee. It shall perform the following specific functions:

- a) Serve as an advisory group to the medical staff, pharmacy and administration on matters pertaining to the choice of drugs;
- b) Make recommendations concerning drugs to be stocked on the nursing units and other services;
- c) Develop and review periodically a formulary for use in the facility; and
- d) Review cases of untoward or adverse drug reactions.

The Pharmacy and Therapeutics Committee shall be comprised of five (5) members of the Association appointed by the Chief Physician and, as ex-officio members, the Chief Pharmacist and at least one representative each from Nursing, Administration and Facility Supply. A chairman will be appointed by the Association President or elected by the Pharmacy and Therapeutics Committee. Only Association members shall be eligible to vote.

The Pharmacy and Therapeutics Committee will meet quarterly or more often as needed and report to the Executive Committee. A quorum will be five members of which at least three must be PSA members and one representative from pharmacy service.

#### Medical Education Committee

The Medical Education Committee shall be responsible for overseeing the educational activities of the Association. It shall perform the following specific

functions:

- a) Formulate policies and standards of medical education including the continuing medical education programs of the Association;
- b) Propose medical education activities and evaluate activities proposed by other committees or individual members of the Association;
- c) Develop education programs specifically designed to deal with any deficiencies identified by the Continuing Quality Improvement Committee; and
- d) Review forms to be included or deleted from the standard medical record and make recommendations to the Executive Committee for final approval.

The Medical Education Committee shall be comprised of three members of the Association, including at least one physician and one dentist and a representative from the nursing service. Only Association members may vote. A chairperson will be appointed by the Chief Physician in consultation with the President of the Association or be elected by the members of the committee.

The Medical Education Committee will meet at least annually and at other times as designated by the Chairperson. Two members will constitute a quorum.

#### Interdisciplinary Committee

The Interdisciplinary Committee will oversee the activities of paramedical members of the PSA , e.g.. Registered Nurse Practitioners (RNP) and Physicians' Assistants. The Interdisciplinary Committee will develop, review and approve all protocols used by these practitioners and define the scope of their practice in the jail facilities including the CTC.

The Interdisciplinary Committee will be comprised of three physicians, two RNPs or other paramedical members of the Association and one Nurse Director. The chair-person will be a physician appointed by the Chief Physician in conjunction the President of the Association.

The Interdisciplinary Committee will meet every 3 months and at other times

as designated by the Chairperson. Three members of which at least two are physicians will constitute a quorum.

## **ARTICLE VIII                      CONFIDENTIALITY, IMMUNITY AND RELEASES**

### **Definitions**

For purposes of this article, the following definitions shall apply:

Information means records of proceedings, minutes, records, files, communications, reports, memoranda, statements, recommendations, data and other disclosures, whether in written or oral form, relating to professional qualifications, clinical ability, judgement, character, physical and mental health, emotional stability, professional ethics or any other matter that might directly or indirectly affect patient care.

Representation means Los Angeles County Sheriff and any officer, employee or agent thereof; the Association and any member, officer or committee thereof; any other health care facility or organization and any officer, service, division, board or committee thereof; and any person authorized by any of the foregoing to perform specific information gathering or disseminating functions.

Third party means any individual or organization providing information to any representative.

### **Authorization and Conditions**

By applying for or exercising clinical privileges within the CTC or other jail clinical facilities, a practitioner:

- a. Authorizes representatives of the County of Los Angeles, the Sheriff's Department and the Association to solicit, provide and act upon information bearing on his or her professional qualifications.
- b. Authorizes representatives and third parties to provide information,

including otherwise privileged or confidential information, concerning the practitioner to the Association.

c. Agrees to be bound by the provisions of this Article and to waive all legal claims against any representative and third party who acts in accordance with the provisions of this Article.

d. Acknowledges that the provisions of this Article are express conditions to his or her application for, and acceptance of, Association membership and the continuation of such membership, or to the exercise of clinical privileges or provision of specified patient services.

### Confidentiality of Information

Information with respect to any practitioner submitted, collected, prepared or maintained by any representative for the purpose of achieving and maintaining quality patient care, reducing morbidity and mortality shall, to the fullest extent permitted by law, be confidential and shall not be disseminated to anyone other than a duly authorized person nor be used in any way except as provided herein or expected as otherwise provided by law. Dissemination of such information shall be made only where expressly required by law, pursuant to officially adopted policies of the Association or, where no official policy exists, only with the express approval of the Association's Executive Committee. Such confidentiality shall extend also to information submitted, collected, prepared or maintained by any practitioner or any third party. This information shall not become a part of any particular patient's file.

Effective peer review, the consideration of the qualifications of Association members and applicants to perform specific procedures, and the evaluation and improvement of the quality of care rendered in the Facility must be based on free and candid discussion. Therefore, any breach of confidentiality of the discussions or deliberations of the Association or its committees is outside appropriate standards of conduct for the Association and shall be deemed disruptive to the operations of the Association and the Facility. If it is determined that such a breach has occurred or is likely to occur the Executive Committee of the Association or the Administrator may undertake such corrective action as is deemed appropriate.

It shall be the responsibility of each practitioner to obtain the releases of any information requested by the Association.

Notwithstanding any other provision of these Bylaws, the Association, the Facility, and the County of Los Angeles, its officers, employees and agents shall, to the fullest extent permitted by law, be entitled to utilize any information submitted, collected, prepared or maintained by any practitioner, representative or third party in defense of any suit or claim brought against any or all of them relating to any action or omission of any practitioner.

### Immunity from Liability

Each representative of the County of Los Angeles, the facility and all third parties shall, to the full extent of the law, be exempt from liability to a practitioner for damages or other relief for

- a. any action taken or recommendation made within the scope of his or her duties or for
- b. providing information, including otherwise confidential information, to a representative of the County of Los Angeles, the Association or to any organization entitled to receive such information, concerning a practitioner who is, or has been, an applicant to or member of the Association or who did or does exercise clinical privileges or provide specific patient care services within the Facility.

## **ARTICLE IX    RULES AND REGULATIONS**

The Association Executive Committee may adopt, amend or repeal such rules and regulations as may be necessary to implement more specifically the general principles found within these bylaws subject to approval by a majority of the Association members. Such rules and regulations shall not be inconsistent with these bylaws or other policies of the Facility.

The Administrator may issue policies necessary for the proper operation of the Facility based on advice and recommendations of the head of the various clinical services and departments including, but not limited to, Chief Physician, Director of Nursing, Director of Laboratory Services and Director of Radiology Services.

## **ARTICLE X    FEES AND PROFITS**

No member of the Association shall bill, accept or receive any fee or gratuity for any type of service rendered to any patient under the jurisdiction of the Facility. No member of the Association shall receive any direct pecuniary gain as a result of research conducted in the Facility.

The Association shall establish a PSA Medical Education Fund to receive and maintain all revenues generated by the Association. Funds shall be kept in a Federally insured depository selected by the Association Executive Committee who will be responsible for the management of such funds.

## **ARTICLE XI    AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any meeting of the Association provided that notice of such business is sent to all members not less than ten (10) days before such meeting. The notice shall include the exact wording of the proposed amendment(s) as well as the time and place of the meeting. Adoption of the amendment will require an affirmative vote by two-thirds (2/3) of those eligible to vote who are present at the meeting and will become effective only when approved by the Governing Body.

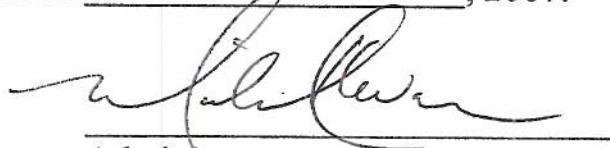
## **ARTICLE XII    CONFLICTS**

In the event of a conflict between the provisions of these bylaws and any county ordinance, or state or federal law, the latter shall govern.

## **ARTICLE XIII**

These bylaws will replace all previous bylaws and will become effective after an affirmative vote by two-thirds (2/3) of the Association membership and approval by the Governing Body.

APPROVED by the Administrator on September 18, 2007.



Administrator  
Medical Services Bureau

APPROVED by the Sheriff on September 20, 2007.



Leroy D. Baca, Sheriff

APPROVED by the Governing Body on October 2, 2007.

ATTEST: SACHI A. HAMAI  
EXECUTIVE OFFICER  
CLERK OF THE BOARD OF SUPERVISORS

By , Deputy



Chairperson, Board of Supervisors



I hereby certify that pursuant to  
Section 25103 of the Government Code,  
delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Directors

By , Deputy

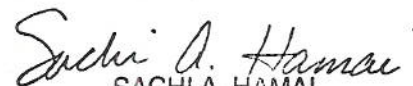
APPROVED AS TO FORM  
RAYMOND G. FORTNER, JR, County Counsel

BY   
Deputy

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 52

OCT 02 2007

  
SACHI A. HAMAI  
EXECUTIVE OFFICER